

**31 MARCH 2002**



**Command Policy**

**COMMANDER'S SELF-INSPECTION  
PROGRAM (SIP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI90-201\_AFSPCSUP1, **Inspector General Activities**, and AFI41-120, **Medical Resource Management Operations**. This instruction applies to 30 SW and all subordinate units and may be supplemented. The Paperwork Reduction Act of 1974, as amended in 1996, and AFI 33-360, Volume 2, **Forms Management Program**, affects this publication.

**SUMMARY OF REVISIONS**

The revision of this publication is to compensate for the changes in Air Force and Space Command guidance on SIPs. It incorporates the use of a wing approved discrepancy report form and establishes the requirement for program checklists. This publication has been substantially revised and must be reviewed in its entirety.

**1. Overview.** A self-inspection program provides an effective means of assessing mission performance and organizational effectiveness through internal review. A thorough SIP gauges a unit's strengths and illuminates problem areas. Commanders are SIP customers and therefore dictate the quality of their SIP. They use SIP results to assess mission readiness and direct resources and energies to correct deficiencies. A viable SIP requires a conscientious approach at all levels.

**1.1. Program Criteria.** A self-inspection program is beneficial if it does the following:

1.1.1. Assigns SIP responsibilities.

1.1.2. Ensures each functional area, work center, additional duty, and common areas such as small computer management, information management, supply discipline, security, and safety are periodically inspected.

1.1.3. Establishes a method to identify, document, track, and resolve deficiencies.

- 1.1.4. Provides feedback to commanders.
- 1.1.5. Assures that all Command checklists and locally developed checklists are tailored and current.
- 1.1.6. Establishes a method to cross feed information relevant to SIP.

## **2. Responsibilities:**

### **2.1. The Vice Commander (30 SW/CV):**

- 2.1.1. Is the SIP office of primary responsibility (OPR).
- 2.1.2. Appoints a wing SIP monitor (primary and alternate) to administer the wing's SIP.
- 2.1.3. Delegates authority to the 30 SW SIP monitor for the purpose of administering the 30 SW SIP.
- 2.1.4. Designates the base office of primary responsibility for Special Interest Items (SIIs).

### **2.2. Wing SIP Monitor:**

- 2.2.1. Administers the 30 SW SIP.
- 2.2.2. Develops SIP policy and guidance.
- 2.2.3. Provides cross feed reports to Group and Staff Agency SIP monitors.
- 2.2.4. Distributes Air Force and AFSPC SIIs to Group and Staff Agency SIP monitors. Links for SIIs are on the AFSPC IG web page.
- 2.2.5. Serves as 30 SW interface between 30 SW units, 14th Air Force, and HQ AFSPC.
- 2.2.6. Notifies 30 SW units to conduct semi-annual self-inspections in April and October.
- 2.2.7. Forwards wing self-inspection results to 30 SW/CV.
- 2.2.8. Briefs the Wing Commander on SIP status when requested.
- 2.2.9. Conduct semi-annual checks of group level and random checks of squadron level SIP monitor binders to evaluate their effectiveness, adequacy, and currency – ensure these checks are done in conjunction with the semi-annual self-inspection cycles. The semi-annual and random checks should be documented with a memorandum for record (MFR).
- 2.2.10. Conducts and documents training of SIP monitors and managers.
- 2.2.11. Conducts training of the SII OPRs as to their duties and responsibilities on these issues.

### **2.3. Wing Staff and Group Commanders:**

- 2.3.1. Appoint a SIP monitor (primary and alternate) who will run the group/wing staff SIP. Forward an appointment memorandum to the wing SIP monitor with the monitors' names/ranks, office symbols, and duty phones ([Attachment 2](#)).
- 2.3.2. Review and endorse the group/wing staff summary report (published by the group/wing staff SIP monitor) for the semi-annual self-inspection. Forward the summary report to the wing SIP monitor no later than dates specified by the wing monitor.

### **2.4. Group/Wing Staff SIP Monitor:**

- 2.4.1. The group/wing staff SIP monitors will act as the primary focal point for the SIP for all their subordinate units and are directly responsible for the quality of these programs.
- 2.4.2. Execute the group/wing staff SIP. Maintain SIP records in a three ring binder. See **paragraph 4.** for set-up information and criteria.
- 2.4.3. Ensure assigned units accomplish a semi-annual self-inspection of each functional area, work center, and additional duty by 30 April and 31 October. 30 SW/CV, Group Commanders, Squadron Commanders, or Staff Agency Chiefs may direct additional inspections.
- 2.4.4. Review unit-tailored AFSPC checklists. If necessary, ensure local checklists are created (see **paragraph 3.**).
- 2.4.5. Ensure responsible agencies open a wing approved discrepancy report form (30 SW Form 40, **Discrepancy Report Form** available on the 30 SW/IGI SIP Web page) for any discrepancy that cannot be corrected on the spot.
- 2.4.6. Ensure discrepancies found during a self-inspection, exercise, or HHQ inspection that generates a report (as indicated by a problem write-up in the final report) are documented with a discrepancy report (30 SW Form 40).
- 2.4.7. After a 30 SW Form 40 is opened, ensure it is updated on a monthly basis until the discrepancy is closed – “no change” or similar entries are not considered an acceptable update. As a minimum, monthly updates should indicate attempted communication or requests for status. The monthly updates will be completed by the Functional Area Manager and forwarded to the unit SIP monitor by the first working day of each month.
- 2.4.8. Consolidate and forward a group/staff summary report of the semi-annual self-inspection to the group commander/staff agency chief for review and endorsement (**Attachment 4**). Include in this summary the inspection completion date and total number of opened and closed discrepancies. Document all open discrepancies on a 30 SW Form 40. Ensure group/wing staff summary reports are forwarded to the Wing Commander no later than the date specified by the wing SIP monitor. Provide a paper (signed) and electronic copy of the report.
- 2.4.9. Brief the Wing Staff or Group Commander and the wing SIP monitor on SIP status at least semi-annually – ensure these briefings are done in conjunction with the semi-annual self-inspection cycles. The semi-annual briefing should be documented with an MFR.
- 2.4.10. Track discrepancies until closed. Ensure aggressive corrective action is taken to resolve discrepancies. Elevate problems that cannot be resolved at group level. Ensure monthly updates are completed for all open items. Maintain closed discrepancy forms and submit in the next semi-annual SIP cycle if the discrepancy remains closed. If the item remains closed after the next semi-annual SIP cycle, dispose of the form. Forward all new and closed discrepancy forms to wing SIP monitor during the semi-annual SIP cycle. (**NOTE:** Do not forward monthly updates to wing SIP monitor.)
- 2.4.11. Conduct semi-annual checks of squadron/staff agency level SIP binders to evaluate their effectiveness, adequacy, and currency – ensure these checks are done in conjunction with the semi-annual self-inspection cycles. The semi-annual checks should be documented with an MFR.
- 2.4.12. Distribute items of interest and cross feed other units' (including those located at other bases) inspection reports.

2.4.13. 30 MDG will ensure each new section chief conducts a formal inspection of his or her duty section within two months of arrival.

## **2.5. Squadron Commanders and Staff Agency Chiefs:**

2.5.1. Appoint a SIP monitor (primary and alternate) who will manage the squadron or agency's SIP. Forward appointment memorandum to the applicable group or staff SIP monitor (**Attachment 3**).

2.5.2. Review and endorse 30 SW Form 40s for closure of all unit discrepancies.

2.5.3. Review and endorse the summary report of the unit's semi-annual self-inspection. Forward the summary report to the group/staff agency SIP monitor no later than the date specified by the wing SIP monitor.

2.5.4. Serve as the certifying official for SW SIP checklist when your office is the “*office of primary responsibility*”.

## **2.6. Squadron/Staff Agency SIP Monitors:**

2.6.1. Execute the unit SIP. Maintain SIP records in a three ring binder. See **Paragraph 4**. for set-up information and criteria.

2.6.2. Ensure functional area managers accomplish a semi-annual self-inspection of each functional area, work center, and additional duty by 30 April and 31 October. 30 SW/CV, Group Commanders, Squadron Commanders, or Staff Agency Chiefs may direct additional inspections.

2.6.3. Review unit-tailored AFSPC checklists. If necessary, ensure local checklists are created (see **paragraph 3**).

2.6.4. Ensure functional area managers open a discrepancy report (30 SW Form 40) for any discrepancy that cannot be corrected on the spot.

2.6.5. Ensure discrepancies found during a self-inspection, exercise, or HHQ inspection that generates a report (as indicated by a problem write-up in the final report) are documented with a discrepancy report (SW Form 40).

2.6.6. After a 30 SW Form 40 is opened, ensure it is updated monthly until the discrepancy is closed. “No change” is not considered an acceptable entry; as a minimum, monthly updates should indicate attempted communication or requests for status.

2.6.7. Complete and forward a unit summary report of the self-inspection to the unit commander/staff agency chief. Include in this summary the inspection completion date and total number of opened and closed discrepancies (**Attachment 4**). Provide a paper (signed by the unit commander) and electronic copy of the report. Document all open discrepancies on a SW Form 40. Inspection results (including copies of all open discrepancy forms) should be submitted to the appropriate Group Commander on the date specified by the wing SIP monitor.

2.6.8. Brief the Squadron Commander/Agency Chief and the group/wing staff SIP monitor on SIP status at least semi-annually – ensure these briefings are done in conjunction with the semi-annual self inspection cycles. The semi-annual briefing should be documented with an MFR.

2.6.9. Track discrepancies until closed. Open items will be reviewed monthly and be documented on the discrepancy form – “no change” or similar entries are not considered an acceptable update. As a minimum, monthly updates should indicate attempted communication or request for status.

The monthly reviews will be forward to appropriate unit monitors by the first working day of each month. Ensure aggressive corrective action is taken to resolve discrepancies. Maintain closed discrepancy forms and submit in the next semi-annual SIP cycle if the discrepancy remains closed. If the item remains closed after the next semi-annual SIP cycle, dispose of the form.

2.6.10. Conduct semi-annual checks of Functional Area Manager SIP binders to evaluate their effectiveness, adequacy, and currency – ensure these checks are done in conjunction with the semi-annual self-inspection cycles. The semi-annual checks should be documented with an MFR.

2.6.11. Distribute items of interest and cross feed other units' inspection reports.

## **2.7. Functional Area Managers (FAM):**

2.7.1. Perform self-inspections and document discrepancies on a 30 SW Form 40. Open a 30 SW Form 40 for any deficiency that cannot be corrected on the spot. Coordinate with the Squadron SIP monitor and forward the inspection completion date and total number of open and closed discrepancies on the date specified by the wing SIP monitor. Provide squadron/staff agency SIP monitor with an electronic copy of all information.

2.7.2. If a discrepancy is found during a self-inspection, exercise, or HHQ inspection that generates a report (as indicated by a Problem write-up in the Final Report), initiate a 30 SW Form 40 for the problem.

2.7.3. Update all open discrepancy forms monthly until the discrepancy is closed and forward updates to the squadron/staff agency monitor as indicated in **paragraph 2.6.9**.

2.7.4. Maintain common area checklists for areas such as information management, safety, security, supply, and small computer management. Tailor these checklists to meet the needs of the functional area or work center.

2.7.5. Review cross feed items. If applicable, incorporate findings into the functional area checklist.

2.7.6. Maintain SIP records in a three ring binder. See **paragraph 4** for set-up information and criteria.

## **3. Self-Inspection Checklists:**

3.1. All AFSPC, 30 SW, and other applicable checklists are available electronically on the 30 SW IG web page on the Intranet.

3.1.1. Checklists are to be created in Microsoft Word. Times New Roman 12 is the prescribed font for checklists. Also, no auto numbering system is to be used. Use the 30 SW Template available at 30 SW IG intranet web page to create the checklist.

3.1.2. “*Office of primary responsibility*” develops local checklist(s) if a Command checklist is not available for a functional area (see **paragraph 3**). Review, update, and certify local checklists annually to ensure applicability and currency. Note: Coordinate local draft checklist with unit SIP Monitor and certifying official. Tailored, modified, or revised checklists will be forwarded for review by the appropriate unit, group, or staff agency monitor. FAMs will ensure the Unit Commander of the “office of primary responsibility” certifies checklists. “*Office of primary responsibility*” will ensure an electronic copy of the checklist is forwarded to the Wing SIP Monitor (30 SW/IGI) to be posted to the SIP Web page.

3.2. "Office of primary responsibility" should tailor AFSPC checklists as needed with functional area specific critical and non-critical inspection items. Tailor checklists by adding, deleting, or modifying items as required. Review tailored checklists annually to ensure applicability and currency.

3.2.1. Divide checklist questions into two categories -- critical and non-critical. These categories allow Command functional managers to prioritize or emphasize Command requirements.

3.2.1.1. Critical. These items are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. These areas have significant impact or a high probability of significant future impact on the mission, and have the potential to bring the overall grade of the specific NAF/Wing/Unit/Functional Area to below satisfactory.

3.2.1.2. Non-critical. Other items which, if not accomplished, could impact the economy, efficiency, and effectiveness of the area being inspected but would not result in serious impact to mission accomplishment.

3.3. Functional Area Managers may choose to subdivide a checklist into sub-functional parts with critical or non-critical questions for each sub-function. The amount of material and nature of the functional area will dictate a checklist's organization.

3.4. List each checklist item as a single question, capable of being answered by either a "yes" or "no," followed by a reference in parentheses.

3.5. Do not duplicate checklist items.

#### 4. SIP Records: Maintain a SIP binder that contains the following:

##### 4.1. Table of Contents.

###### 4.1.1. Section I:

4.1.1.1. Air Force and AFSPC self-inspection guidance (All).

4.1.1.2. 30 SWI 90-201, *Commander's Self-Inspection Program* (All).

4.1.1.3. Appointment memorandum for wing SIP monitor (All).

4.1.1.4. Appointment memorandum for group/wing staff SIP monitors. (The following monitors should have this appointment letter in their SIP binder: Wing Monitor, Squadron Monitor - applicable to the Group, and FAM - applicable to the Group). (All Wing Staff agencies should have this appointment memorandum in their SIP binder).

4.1.1.5. Appointment memorandum for squadron/staff agency SIP monitors. (The following monitors should have this appointment letter in their SIP binder: Group Monitor - applicable to the Squadron, and FAM - applicable to the Squadron). (All Wing Staff agencies applicable to their agency should have this appointment memorandum in their SIP binder).

4.1.1.6. Appointment memorandum for functional area SIP managers. (Squadron Monitors applicable to their Squadron should have the appointment letters in their SIP binder)

4.1.1.7. Training Records. Training records should be available for the subordinate monitor/manager (i.e. Wing Monitor has training records for Group Monitors or Squadron Monitors have training records for FAMs). Training records are SIP and functional area related.

###### 4.1.2. Section II:

- 4.1.2.1. Command Checklists, if applicable.
- 4.1.2.2. Locally developed and other self-inspection checklists (Minimum: 30 SW C/L 90-1).
- 4.1.2.3. Air Force Special Interest Items (AF-SII), if applicable.
- 4.1.2.4. Air Force Space Command Special Interest Items (AFSPC-SII), if applicable.
- 4.1.3. Section III:
  - 4.1.3.1. Open/Closed Discrepancy 30 SW Form 40s.
  - 4.1.3.2. Completed Semi-Annual SIP Summary Reports (most current).
  - 4.1.3.3. Semi-annual Status Briefings.
- 4.1.4. Section IV:
  - 4.1.4.1. Last 30 SW unit compliance inspection (UCI) report or location where it is filed.
  - 4.1.4.2. Last 30 SW operational readiness inspection (ORI) report or location where it is filed.
- 4.1.5. Section V:
  - 4.1.5.1. Miscellaneous SIP information.

**5. Training:** Training is a one-time orientation course given by the wing SIP Monitor. Training is required for all newly appointed SIP monitors and highly recommended for FAMs. If the wing monitor requires personnel to receive additional training, he/she will coordinate with the group monitors.

## **6. Gatekeeper Function:**

- 6.1. Gatekeeper monitors and de-conflicts, to the extent practical, the type and amount of evaluation activity on Vandenberg AFB. The unit SIP monitor will also serve as the unit gatekeeper monitor and ensure the proper reports are forwarded based on the request from the wing gatekeeper monitor.
- 6.2. Gatekeeper responsibilities:
  - 6.2.1. Serves as the unit focal point for reporting of assistance visits, major events and other than installation evaluations.
  - 6.2.2. Monitor all evaluation visits to installation to de-conflict schedules and minimize impact to units. Gatekeepers do not have authority to deny access to inspectors/auditors from agencies outside their unit. If attempts at de-confliction fail, 30 SW/IGI may assist with external de-confliction.
  - 6.2.3. Evaluate inspection visit requests to determine if visits are duplicative of on-going or recent efforts of other agencies.
  - 6.2.4. Reportable gatekeeper items include, but are not limited to, the following: ORI, SAV, FPAT VA, CSAA, NSI, HSI, CI, AFAA, AFIA, etc.
  - 6.2.5. Unit gatekeepers will forward monthly reports to 30 SW/IGI when requested ([Attachment 5](#)). Additionally, monitors will forward a six-month forecast of inspection-related visits such as but not limited to items in para. [6.2.4](#). The forecast will include the type of visit, point of contact, dates of the visit, number of visitors, office symbol of the visitors and unit(s) being visited ([Attachment 6](#))

**7. Forms Prescribed:**

7.1. 30 SW Form 40, **Discrepancy Report**, will be used for documenting all self-inspection, exercise, HHQ inspection or any report that documents a discrepancy. This form will be used as a tool to document and track deficiencies until closed.

7.2. Annotate “(OPEN)” or “(CLOSED)” at the end of each monthly update to document the status of the item. When the item is opened, it should be signed by the FAM opening the discrepancy 30 SW Form 40. When the item is closed, it should be documented as (CLOSED) and signed by the unit commander.

7.3. Unit commanders/wing staff section chiefs are required to sign as the closing official on all 30 SW Form 40s generated by their unit. This applies to all 30 SW Form 40 discrepancies, including inspections, SAV, and exercise findings. The acting unit commander/deputy wing staff agency will sign when the unit commander/wing staff agency chief is not available.

RICHARD A. STRATHEARN, Col, USAF  
Vice Commander



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

**Common Core Criteria Questions**—Checklist questions that have been identified by a # sign are common core criteria questions. These questions can be inspected in every unit/agency with duties or requirements covered by these questions.

**Critical Inspection Items**—These items are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. These areas have significant impact or a high probability of significant future impact on the mission, and have the potential to bring the overall grade of the specific NAF/Wing/Unit/Functional Area to below satisfactory. The level of impact depends on the level of significance of the question.

**Functional Area Manager (FAM)**—The functional area manager actually conducts the self-inspection, running the checklists. Once the FAM has completed the inspection, he/she forwards all relevant information to the unit monitor for consolidation into the unit's summary report.

**Monitor**—SIP monitors manage the self-inspection program at their respective organization level. They ensure self-inspections are accomplished at the intervals stipulated in this instruction, write the squadron/staff agency, group/wing staff, and wing summary reports, and ensure periodic review of progress in closing open discrepancies.

**Non-Critical Inspection Items**—Other items which, if not accomplished, could impact the economy, efficiency, and effectiveness of the area being inspected but would not result in serious impact to mission accomplishment.

**Attachment 2****SAMPLE GROUP OR WING STAFF APPOINTMENT MEMORANDUM**

(DATE)

MEMORANDUM FOR (Wing SIP Monitor)

FROM: (Wing Staff or Group Commander)

SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor

1. Per 30 SWI 90-201 Commander's Self Inspection Program, the following individuals are appointed SIP monitors for (unit).

<u>RANK/NAME</u>	<u>OFF SYM</u>	<u>DUTY PHONE</u>
PRIMARY		

ALTERNATE

2. This memorandum supersedes previous memorandum, same subject.

SIGNATURE BLOCK, Rank, USAF  
Group Commander/Wing Staff

**Attachment 3****SAMPLE SQUADRON OR STAFF AGENCY APPOINTMENT MEMORANDUM**

(DATE)

MEMORANDUM FOR (Group SIP Monitor)

FROM: (Squadron Commander or Staff Agency Chief)

SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor

1. Per 30 SWI 90-201 Commander's Self Inspection Program, the following individuals are appointed SIP monitors for (unit).

<u>RANK/NAME</u>	<u>OFF SYM</u>	<u>DUTY PHONE</u>
PRIMARY		

ALTERNATE

2. This memorandum supersedes previous memorandum, same subject.

SIGNATURE BLOCK, Rank, USAF

Squadron Commander/Staff Agency Chief

**Attachment 4****SAMPLE SUMMARY REPORT**

(Prepare on Letterhead)

Date

**MEMORANDUM FOR** *(Squadron/Section/Group/Wing Staff/Wing Monitor)*

**FROM: (FAM/Squadron/Section/Group/Wing Staff/Wing Monitor)**

**SUBJECT:** Semi-Annual Self-Inspection Summary Report

1. The **(unit)** completed the semi-annual self-inspection on **(date)**.

2. The status of the unit's discrepancies follows.

a. Critical Items: Total number of critical items inspected: #####

(1) Open New Critical Discrepancies: ## (See [Attachment 1](#))

(2) Open Old Critical Discrepancies: ## (See [Attachment 2](#))

(3) Total number Open Critical Discrepancies: ##

(4) Total number Closed Critical Discrepancies: ## (See [Attachment 5](#))

b. Non-Critical Items:

(1) Open New Non-Critical Discrepancies: ## (See [Attachment 3](#))

(2) Open Old Non-Critical Discrepancies: ## (See [Attachment 4](#))

(3) Total number Open Non-Critical Discrepancies: ##

(4) Total number of Closed Non-Critical Discrepancies: ## (See [Attachment 5](#))

c. Total number of discrepancies open: ##

d. Total number of closed discrepancies: ##

3. Please contact me at extension X-XXXX if you have any questions concerning the results of our self-inspection.

(Signature Block of Self-Inspection Applicable Monitor/Manager)

**Monitor/Manager FULL NAME, Rank, USAF**

**Wing Staff /Unit/Group/Wing Self Inspection Monitor/Manager**

Attachments:

1. New Critical Discrepancy 30 SW Form 40s
2. Old Critical Discrepancy 30 SW Form 40s
3. New Non-Critical Discrepancy 30 SW Form 40s
4. Old Non-Critical Discrepancy 30 SW Form 40s
5. Closed Discrepancy Forms

1st Ind, **(Office Symbol of Squadron/Group/Vice Commander or Wing Staff Chief)**

## MEMORANDUM FOR (Group/Vice/Wing Commander)

Concur/~~Non-concur~~ with (Unit)'s self-inspection results.

(Signature Block of Applicable Commander)

**COMMANDER'S FULL NAME, Rank, USAF**  
**Wing Staff Chief/Unit/Group/Vice Commander**

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Attachment 1

**NEW CRITICAL DISCREPANCY FORMS**

Attach copies of new critical discrepancy forms.

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Attachment 2

**OLD, CRITICAL DISCREPANCY FORMS**

Attach copies of old, critical discrepancy forms.

<Page Break>

Attachment 3

**NEW, NON-CRITICAL DISCREPANCY FORMS**

Attach copies of new, non-critical discrepancy forms.

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Attachment 4

**OLD NON-CRITICAL DISCREPANCY FORMS**

Attach copies of old, non-critical discrepancy forms.

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Attachment 5

**CLOSED DISCREPANCIES**

Attach copies of closed discrepancy forms.

**Attachment 5**  
**GATEKEEPER REPORT**

**Table A5.1. Gatekeeper Report Format.**

Wing	Installation	Month	Visiting Agency	Type Inspection	Days at Unit	Number of Inspectors
30 SW	Vandenberg	Sep 00				
POC:						
DSN:						
			Total FY 01 (to-date)			
Reportable Inspection Types:						
a. ORI – Operational Readiness Inspection						
b. NSI – Nuclear Surety Inspections						
c. HIS – Health Services Inspection						
d. CSAA – Contracted Support Activity Assessment						
e. Award-driven assessments						
f. JCAHO – Joint Commission on the Accreditation of Health Care Organizations						
g. AMR – Acquisition Management Review						
h. FMR – Functional Management Review						
i. SMR – Special Management Review						
j. ECAMPS – Environmental Compliance Assessment and Management Program						
k. Aircrew Stan/Eval visits						
l. DOD/IG – Department of Defense/Inspector General Visit						
m. GAO – General Accounting Office						
n. AFAA – Air Force Audit Agency						
o. FPAT – Force Protection and Anti-Terrorism Inspections						
p. CI – Compliance Inspections						
q. AFIA – Air Force Inspection Agency Inspections						
r. DTRA – Defense Threat Reduction Agency Assessments						
s. SAVs that are not requested by the unit.						



## Attachment 6

## GATEKEEPER FORECAST

Table A6.1. Gatekeeper Forecast Format.

<u>TYPE OF VISIT</u>	<u>UNIT BEING VISITED</u>
Operations Readiness Inspection (ORI)	30 Space Wing
<u>VISITING AGENCY</u>	<u>NUMBER OF VISITORS</u>
HQAFSPC/IG	60
<u>ARRIVAL</u>	<u>DEPARTURE</u>
29 Oct 01	9 Nov 01
<u>Base OPR</u>	
Maj Williams, 30 SW/IGI	
6-4712	